

To DDI
thru DDS
from RAO

/subject Report on Records Activities for the DDI Area
the trend of

1. I am enclosing two charts showing/the records holdings and destruction of records within the Agency. These charts were compiled from statistical reports submitted by the Area Records Officers.
2. The DDI Area records, 101,000 cu. ft., comprise 62% of the total Agency records. Within your area OCR controls the greatest accumulation of records, 46,877 cu. ft. or 46% of your total. I was pleased to learn that your overall increase in records was only one-half of one percent for this past fiscal year. The increases in ONE, OSI, OCI, OCR and FBID were offset by decreases reported by O/DDI, OBI, ORR, OO, FDD, and NPIC. The greatest increases in records volume were found in OCI (22%) and ONE (20%). OBI had a decrease of 36% and the O/DDI reported a reduction of 26%.
3. The destruction of inactive recrods reported for the DDI area decreased by 16%. A more active destruction program in the component offices would have resulted in a reduction in the total holdings for your area. The overall Agency total records decreased by .3% for this period. This is a significant accomplishment in the Agency's Records Management Program. Greater participation by Area Records Officers during the current fiscal year should increase the downward trend of total Agency holdings.
4. With the exception of NPIC, the majority of records in the DDI Area are covered by records control schedules. However, some schedules are in need of updating, expecially those for OBI and FBID which have not been revised since they were originally prepared in 1955 and 1956, respectively. To be a good tool of managment a records control schedule should be reviewed periodically and kept current. With the constant realignment of functions and transfers of records and personnel, the need for revision of records control schedules becomes greater. We will be happy to assist an Area Records Officer in promoting the records program in his office.

lgc
25 YEAR RE-REVIEW

Filing Equipment
Inventory compiled
from these reports

See folder
Filing Equip Reports
FY 63

RD